



1921 Bellamah NW  
Albuquerque, NM 87104  
t. 505.243.9889  
f. 505.243.8197  
[www.cssabq.com](http://www.cssabq.com)

email us @  
[esr@cssabq.com](mailto:esr@cssabq.com)

## FOR YOUR INFORMATION

# CONVENTION SERVICES OF THE SOUTHWEST, INC.

### LA COSECHA 2019

Albuquerque Convention Center

Albuquerque, New Mexico

Wednesday, November 13 – Friday, November 15, 2019

Dear Exhibitor:

**WELCOME!** CSS is pleased to be selected by show management to serve as your Official Service Contractor.

This Exhibitor Service Kit will assist you in planning for the show. In addition to important show information, we have included the necessary show service order forms.

When placing your order, please keep in mind:

- **On-Line Ordering** is available. Log-in information will be automatically emailed to the address on file with the association at the time of registration. If you do not receive the log-in, or are not the registered contact, please contact us at [esr@cssabq.com](mailto:esr@cssabq.com) or (505) 243-9889 to obtain one.
- Review our payment policy carefully. **CSS** requires payment in full at the time you place your order, along with a completed Credit Card Authorization form.
- Please include the prevailing sales tax in your order, **currently 7.875% in New Mexico**. Sales tax is applicable to rentals, labor, and services (including material handling services). *(To claim exemption, please provide a NM issued exemption certificate type 2 for rentals and/or a type 5 for services. The exemption(s) must arrive with your order. Taxes will not be refunded after the event.)*

We can help you coordinate all your trade show needs including the shipment of all your trade show materials. For your inbound and outbound freight shipments, we offer the service of our preferred carrier **CSS Logistics (505) 243-9889**.

We look forward to serving you from start to finish. We are here to make sure your experience is a complete success. If you need assistance or additional information, please contact our Exhibitor Service Department:

Email: [esr@cssabq.com](mailto:esr@cssabq.com)  
1921 Bellamah Ave. NW  
Albuquerque, NM 87104  
Phone: (505) 243-9889  
Fax: (505) 243-8197

Or visit us on the World Wide Web at <http://www.cssabq.com>.



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## SHOW INFORMATION QUICK REFERENCE

### CONVENTION SERVICES OF THE SOUTHWEST, INC.

<b>SHOW NAME:</b>	La Cosecha 2019	
<b>EXHIBITOR MOVE-IN:</b>	Wednesday, November 13, 2019	8:00AM – 12:00PM
<b>SHOW DATE(S):</b>	Wednesday, November 13, 2019	1:00PM – 5:30PM
	Thursday, November 14, 2019	8:00AM – 5:00PM
	Friday, November 15, 2019	8:00AM – 5:00PM
<b>EXHIBITOR MOVE-OUT:</b>	Friday, November 15, 2019	5:00PM – 7:00PM

Outside freight carriers must be checked in by: **Friday, November 15, 2019 @ 6:00PM**  
All materials must be packed with bill(s) of lading turned in to **CSS** by: **Friday, November 15, 2019 @ 7:00PM**

**SHOW LOCATION:** Albuquerque Convention Center  
Garden Foyer, Grand Floor Foyer, & Upper Level  
401 2<sup>nd</sup> Street NW  
Albuquerque, NM 87102

**STANDARD BOOTH PACKAGE:** **8' Table Top (provided by the facility)**  
(Included with booth purchase)  
(1) 8' Black Draped Table  
(2) Chairs  
(1) 7" x 44" ID Sign

#### IMPORTANT DEADLINES:

First date freight can arrive at the advance warehouse:

**Monday, October 14, 2019**

Last date freight can arrive at the advance warehouse:

**Tuesday, November 12, 2019**

#### SHIPPING INFORMATION:

##### ADVANCE FREIGHT RECEIVING

Monday – Friday 8:00AM – 5:00PM

Monday, October 14 – Tuesday, November 12, 2019

##### ADVANCE SHIPPING ADDRESS

Ship To: Exhibitor Name and Booth #  
La Cosecha 2019  
c/o **CSS**  
1921 Bellamah Ave. NW  
Albuquerque, NM 87104

##### DIRECT SHIPPING IS NOT AVAILABLE

##### PLEASE DO NOT SHIP TO FACILITY

IF FACILITY RECEIVES SHOW FREIGHT, IT WILL BE  
CONSIGNIED TO **CSS** AND EXHIBITOR WILL INCUR  
DRAYAGE CHARGES. **ALL OUTBOUND SHIPPING MUST**  
**GO THROUGH CSS.** FACILITY WILL NOT ACCEPT ANY  
OUTBOUND SHIPPING RESPONSIBILITY.



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# CREDIT CARD AUTHORIZATION ORDER SUMMARY FORM TERMS AND CONDITIONS ACCEPTANCE

## CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name:	<b>La Cosecha 2019</b>	Advance Payment Deadline:	<b>N/A</b>	Booth # (s):
Company Name:	Telephone #:			
Billing Address:	Fax #:			
City/State/Zip:	Email Address:			
Authorized by:				

### CREDIT CARD CHARGE AUTHORIZATION

**Please complete the information requested below and return this form with your order(s).** Any show site balances or charges for outbound labor, freight or miscellaneous items not paid before show closing will be charged to your credit card account. Your signature below acknowledges understanding and acceptance of the terms detailed in the **CSS** Payment Policy, the **CSS** Material Handling Information and Limits of Liability, and the **CSS** Conditions and Regulations for electrical usage provided with your Service Kit. Acceptance of **CSS**' payment policy, material handling terms and conditions, and limits of liability will be construed when any of the following conditions are met: This Credit Card Authorization is signed, the Material Handling Agreement (MHA) is signed; Exhibitor's materials are delivered to **CSS**'s warehouse or to an event site for which **CSS** is the Official Show Contractor; or an order for labor and/or rental equipment is placed by Exhibitor with **CSS**. **The Estimated Total below may not necessarily reflect the final total charged to your credit card at close of show.** (There will be a \$75.00 administrative fee if a credit card dispute is filed and **CSS** is awarded charges.)

Account #:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Expiration Date:

--	--	--	--

Billing Zip Code:

--	--	--	--	--

Card Verification # (3 or 4 Digit Code on Card):

--	--	--	--

Cardholder Signature

Cardholder Name (please print)

Cardholder Signature
Cardholder Name (please print)

CSS ORDER FORMS	AMOUNT DUE
Material Handling	
<b>Estimated Total</b> (includes State Tax where applicable)	

Using the order forms, remember to include and transfer the sales tax into the estimated grand total above.  
**This form is intended as a tool to assist you and is not a replacement for any other form.**



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## PAYMENT POLICY

# CONVENTION SERVICES OF THE SOUTHWEST, INC.

### PAYMENT OPTIONS

We offer two convenient ways for you to order and pay for your show services provided by **CSS**.

1. Service Kit (pdf download)
  - a. Advance payment by **Company Check, Wire Transfer, or e-check**: All checks for show services provided by **CSS** should be made payable to **Convention Services of the Southwest, Inc. (CSS)** and must be in U.S. Dollars drawn on a U.S. bank. International exhibitors must prepay all balances no later than the advanced payment deadline in U.S. Dollars drawn on U.S. banks. A **Credit Card Authorization** form is also required to cover any variances with regards to drayage (material handling) and labor orders as well as any additional charges incurred at show site.
    - i. Please note that for Wire Transfer/ACH payments, **CSS** does not pay bank fees from the sending or receiving bank. Please add \$25.00 to amounts transferred to be considered paid in full.
    - ii. **CSS** will add a fee of \$35.00 to any order where the check payment is returned as insufficient funds.
  - b. **Credit Card**: For your convenience we accept Visa, MasterCard, and American Express. You must complete the **Credit Card Authorization** form. (*There will be a \$75.00 administrative fee if a credit card dispute is filed and CSS is awarded charges.*)
2. **On-Line Ordering**
  - a. Log-in information with a temporary password will be automatically emailed to the email address on file with the association at the time of registration. To place your order, log-in and follow the instructions. A credit card on file is required to complete your order. An email will be sent confirming your order is complete. The charges on your confirmation will not be considered final until the show closes (drayage fees are added once freight is received and floor orders may be added).

### PAYMENT TERMS

**To process your order for services and materials listed in this Exhibitor Service Kit, we must have your completed and signed Credit Card Authorization form or full payment in advance or you must place your order on-line.** Invoices for outstanding balances will be emailed to the email address on file and must be paid before the end of the event. If you have any concerns about your charges, please stop by the Exhibitor Service Center at the show. **Charges may not be disputed after the show.**

**Please notify your company representative whom will be at the show site of our payment policy. Your cooperation is appreciated. No credits will be issued after close of show.**

If a display house represents the exhibiting company, the exhibiting company is ultimately responsible for payment of all costs incurred on its behalf. (See **Third Party Payment Form**). **Third Parties must contact CSS for an on-line log in.**



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## MATERIAL HANDLING INFORMATION & LIMITS OF LIABILITY

### CONVENTION SERVICES OF THE SOUTHWEST, INC.

#### MATERIAL HANDLING (DRAYAGE) INFORMATION

- ❖ As an exhibitor, you are responsible for providing your carrier with proper delivery and pickup information for your materials, both in advance and at show site.
- ❖ Please prepay all shipping charges. **CSS** cannot accept or be responsible for collect shipments. Keep in mind, **material handling** (drayage) charges and shipping charges are not the same thing.
  - “Drayage” is the movement of freight from decorator warehouse or show-site dock to exhibit booth and back out to the “freight carrier” at the show-site dock.
  - “Shipping” is movement of freight from city to city on a designated carrier.
- ❖ All shipments must be accompanied by a bill of lading. Shipments received without receipts, freight bills, or specified unit counts (UPS, Federal Express, personal vehicles, etc.) will be delivered to the exhibitor's booth without guarantee of piece count or condition. No liability will be assumed by **CSS** for such shipments. Shipments without certified weight documents will be estimated by **CSS**. (\**This estimate will be binding on both parties and no adjustments will be made after the show closes.*\*)
- ❖ **We will accept all cartons, crates, and skidded materials at the warehouse. Do not ship uncrated materials to the warehouse. Loose materials, uncrated materials, or machinery not banded to skids will be accepted at show site only.**
- ❖ **All van line shipments must be accompanied by a “certified weight ticket”, with heavy & light weights otherwise CSS will estimate freight weight, which will be binding on both parties and no adjustments will be made after the show closes.**
- ❖ All shipments for the show received either in advance or at show site will be assessed material handling charges by **CSS**. (*Please refer to the **Material Handling Rate Sheet**.*) All material handling rates are roundtrip and are based on incoming weights only. Overtime charges may apply under some circumstances, such as carrier-delayed freight delivered after designated move-in times.
- ❖ “Off-Target” freight is when freight arrives at the advance warehouse prior to the first scheduled day or after the last scheduled day indicated on both the show information sheet and the Material Handling Rate Sheet. If freight is delivered prior to the first scheduled day of advance freight receipt, storage charges may apply. If freight is delivered after the last scheduled day of advance freight receipt, additional delivery charges may apply.

#### **MATERIAL HANDLING INCLUDES:**

- Storing your booth, equipment, and materials in our warehouse for up to 30 days in advance of the show. (*Advance shipments only*)
- Delivering materials to your booth at show site.
- Removing empty containers from your booth, storing them for the duration of the show, then returning them to your booth at close of show.
- Moving packed and labeled materials from your booth to the dock area at close of show and reloading them on designated carriers based on information provided on your show site bill of lading (obtained from **CSS** Service Center).

#### **MATERIAL HANDLING DOES NOT INCLUDE:**

- Labor and/or equipment for uncrating, unskidding, assembling, positioning, leveling, dismantling, recrating, and reskidding machinery and/or equipment for exhibitors. Additional labor to accomplish these tasks may be ordered from the **Labor Order Form** enclosed in the Exhibitor Service Kit.
- Scheduling any carrier for pick-up or delivery of your materials, if other than the official show carrier(s). All carriers must be checked in by the designated re-routing time or exhibitor freight will be either re-routed with show carrier or returned to **CSS** warehouse at exhibitor expense. Please refer to **Material Handling Rate Sheet** for re-route times.



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## MATERIAL HANDLING INFORMATION & LIMITS OF LIABILITY

### CONVENTION SERVICES OF THE SOUTHWEST, INC.

#### LIMITS OF LIABILITY

##### PLEASE READ:

**CSS'** liability is limited to physical loss or damage to a specific article which is lost or damaged, and in any event **CSS'** maximum liability will be limited to \$.30 per pound, per article with a maximum liability of \$50.00 per item or \$1,000.00 per shipment, whichever is less.

**CSS** will not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit said materials.

Claims for loss or damage that are not submitted to **CSS** within 30 days of the close of the show shall be considered waived.

The consignment or delivery of a shipment to **CSS** by an exhibitor, or by any shipper on behalf of the exhibitor, will be construed as an acceptance by such exhibitors (and/or shippers) of the terms and conditions set forth in this document.

To expedite removal of materials from the show site, **CSS** shall have the authority to change designated carriers, if such carriers do not pick-up on time. Where the exhibitor makes no disposition, materials will be either taken to a warehouse to await exhibitor's shipping instructions (in which case "return to the warehouse" charges will be incurred by exhibitor) or shipped to the exhibitor's address. Labeled shipments left in the facility at the close of the show without a bill of lading will be re-routed with the preferred carrier. No liability will be assumed as a result of such re-routing or handling.

**INSURE ALL SHIPMENTS FROM THE TIME THEY LEAVE YOUR COMPANY UNTIL THEY ARE RETURNED FROM THE SHOW.** Your present insurance carrier can add a rider to your current policy.

**IT IS THE RESPONSIBILITY OF THE EXHIBITOR TO MAKE ALL ARRANGEMENTS FOR PICK-UP AND DELIVERY OF FREIGHT. IF YOU CHOOSE TO USE OUR PREFERRED CARRIER, WE WILL MAKE ALL OUTBOUND ARRANGEMENTS FOR YOU. A COMPLETED BILL OF LADING WILL STILL BE REQUIRED.**

##### **CSS will not be responsible for:**

- Shipments delivered to the wrong booth due to improper labeling by the exhibitor.
- Misdirected shipments or removal of crates to storage due to old labels appearing on crates.
- Damage to uncrated or improperly packed materials, or concealed damage.
- Loss, theft, or disappearance of Exhibitor's material after it has been delivered to the exhibit booth.
- Loss, theft, or disappearance of Exhibitor's material prior to materials being picked up from exhibit booths for reloading after close of the show. **CSS** will check all bills of lading covering outgoing shipments at time of actual pick up from the exhibit booth. Corrections will be made to the bill of lading where discrepancies occur.
- Loss, damage, or delay due to fire, acts of God, strikes, lockouts, work stoppages of any kind, or any causes beyond **CSS** control.

**The exhibitor accepts the responsibility for the payment of charges in connection with the handling of the shipment and guarantees payment to **CSS** for the incurred services described herewith. SEE PAYMENT POLICY.**



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## MATERIAL HANDLING AGREEMENT RATE SHEET AND ORDER FORM

### CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name:	<b>La Cosecha 2019</b>	Advance Payment Deadline:	<b>N/A</b>	Booth # (s):
Company Name:	Telephone #:			
Billing Address:	Fax #:			
City/State/Zip:	Email Address:			
Authorized by:				

YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE. Acceptance of CSS' payment policy, material handling terms and conditions, and limits of liability will be construed when any of the following conditions are met: This Material Handling Agreement (MHA) is signed; Exhibitor's materials are delivered to CSS's warehouse or to an event site for which CSS is the Official Show Contractor; or an order for labor and/or rental equipment is placed by Exhibitor with CSS.

<b>ADVANCE FREIGHT RECEIVING</b>	
<b>Monday – Friday 8:00AM – 5:00PM</b>	
<b>Monday, October 14 – Tuesday, November 12, 2019</b>	
<b>ADVANCE SHIPPING ADDRESS</b>	
Ship To:	Exhibitor Name and Booth # La Cosecha 2019 c/o CSS 1921 Bellamah Ave. NW Albuquerque, NM 87104
<b>Number of Pieces:</b>	<b>Estimated Weight:</b>
<b>Inbound Freight Carrier:</b>	

<b>DIRECT SHIPPING IS NOT AVAILABLE</b>
<b>PLEASE DO NOT SHIP TO FACILITY</b> IF FACILITY RECEIVES SHOW FREIGHT, IT WILL BE CONSIGNMENT TO CSS AND EXHIBITOR WILL INCUR DRAYAGE CHARGES. <b>ALL OUTBOUND SHIPPING MUST</b> GO THROUGH CSS. FACILITY WILL NOT ACCEPT ANY OUTBOUND SHIPPING RESPONSIBILITY.

**Our preferred freight carrier is: CSS Logistics (505) 243-9889**

**\*\*Freight will be re-routed from show floor on Friday, November 15, 2019 @ 7:00PM\*\***

<b>SAMPLE:</b> Weight <u>500</u> ÷ 100 = Total CWT <u>5</u> @ <u>\$ 89</u> per cwt = <u>\$ 445</u>
--

**ADVANCE FREIGHT RATES:** (includes crates, skidded, and carton materials)

**\$ 89** per cwt.      **\$ 178** minimum charge

Weight \_\_\_\_\_ ÷ 100 = Total CWT \_\_\_\_\_ @ **\$ 89** per cwt = **\$ \_\_\_\_\_**

**All charges are per hundred pounds (cwt) with a 200 lb. minimum per shipment. All shipments are rounded to the next hundred pounds.**

#### ADDITIONAL RATES:

“Late Shipments” and “Off Target” freight will be charged an **additional \$24 per cwt.** (200 lb. minimum applies)  
Shipments “returned to the warehouse” will be charged an **additional \$37 per cwt.** (200 lb. minimum applies)

“Small Package” or shipments weighing 30 lbs. or less will be charged a **\$50 material handling fee.**

Banding and Shrink Wrap will be charged at **\$67** per skid or crate.

Outbound Material Handling Only (freight handled at close of show only) will be charged **\$55 per cwt.** (200 lb. minimum applies)

**PLEASE READ PAYMENT POLICY**

<b>SUBTOTAL</b>	<b>\$</b>
Tax (7.875%)	<b>\$</b>
<b>TOTAL</b>	<b>\$</b>

# ADVANCE WAREHOUSE SHIPPING LABELS



## ADVANCE WAREHOUSE

CONVENTION SERVICES OF THE SOUTHWEST, INC.

TO: \_\_\_\_\_

(Exhibiting Company Name)

**R**  
**U**  
**S**  
**H**

BOOTH #: \_\_\_\_\_ NO. \_\_\_\_\_ of \_\_\_\_\_ PCS

**La Cosecha 2019**

c/o CSS

1921 Bellamah Ave. NW  
Albuquerque, NM 87104

Warehouse Hours: M-F 8AM-5PM

**MUST ARRIVE BY:** Tues., November 12, 2019



## ADVANCE WAREHOUSE

CONVENTION SERVICES OF THE SOUTHWEST, INC.

TO: \_\_\_\_\_

(Exhibiting Company Name)

**R**  
**U**  
**S**  
**H**

BOOTH #: \_\_\_\_\_ NO. \_\_\_\_\_ of \_\_\_\_\_ PCS

**La Cosecha 2019**

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**MUST ARRIVE BY:** Tues., November 12, 2019



## ADVANCE WAREHOUSE

CONVENTION SERVICES OF THE SOUTHWEST, INC.

TO: \_\_\_\_\_

(Exhibiting Company Name)

**R**  
**U**  
**S**  
**H**

BOOTH #: \_\_\_\_\_ NO. \_\_\_\_\_ of \_\_\_\_\_ PCS

**La Cosecha 2019**

c/o CSS

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Warehouse Hours: M-F 8AM-5PM

**MUST ARRIVE BY:** Tues., November 12, 2019



## ADVANCE WAREHOUSE

CONVENTION SERVICES OF THE SOUTHWEST, INC.

TO: \_\_\_\_\_

(Exhibiting Company Name)

**R**  
**U**  
**S**  
**H**

BOOTH #: \_\_\_\_\_ NO. \_\_\_\_\_ of \_\_\_\_\_ PCS

**La Cosecha 2019**

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**MUST ARRIVE BY:** Tues., November 12, 2019





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## OUTBOUND SHIPPING INFORMATION

# CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name:	<b>La Cosecha 2019</b>	Advance Payment Deadline:	<b>N/A</b>	Booth # (s):
Company Name:	Telephone #:			
Billing Address:	Fax #:			
City/State/Zip:	Email Address:			
Authorized by:				

EVERY OUTBOUND SHIPMENT WILL REQUIRE A **CSS** BILL OF LADING AND LABELS. WE WOULD BE HAPPY TO PREPARE THESE FOR YOU IN ADVANCE AND WILL HAVE THEM AVAILABLE AT THE **CSS** SERVICE DESK FOR YOU TO REVIEW AND SIGN. TO TAKE ADVANTAGE OF THIS SERVICE, PLEASE COMPLETE AND RETURN THIS FORM.

*This form is required when labor is **CSS** supervised.*

**SHIPPING INFORMATION (IMPORTANT):** If your freight is forwarding to another show, be sure to include the show name and your booth number):

**FROM:** SHIPPER/EXHIBITOR NAME: \_\_\_\_\_

BILLING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

**TO:** COMPANY NAME: \_\_\_\_\_

DELIVERY ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE#: \_\_\_\_\_ ATTN: \_\_\_\_\_

SPECIAL INSTRUCTIONS: \_\_\_\_\_

**METHOD OF SHIPMENT** Please specify your choice by checking the following:

The preferred carrier, **CSS Logistics**, is authorized to ship show materials to the above address.

*(Must complete/include CSS Logistics forms.)*

The assigned carrier **PRE-SCHEDULED (by exhibitor)** to pick-up during show move-out is:

*(Please note the Exhibitor is responsible for scheduling carriers other than CSS Logistics.)*

Common Carrier \_\_\_\_\_

Van Line \_\_\_\_\_

Air Freight \_\_\_\_\_

NUMBER OF DESIRED SHIPPING LABELS: \_\_\_\_\_ *(Fed Ex and UPS shipping labels are not available)*

- Once your shipment is packed and ready to be picked up, please return the BOL to the Exhibitor Services Center.
- Verify the piece count, weight, and that a signature is on the BOL prior to shipping out.
- Shipments without paperwork turned in will either be returned to our warehouse, or shipped through CSS Logistics at Exhibitor's expense.

# KEEP IT SIMPLE

## CSS LOGISTICS, LLC

### For ALL your Tradeshow Freight Needs



Ground

Air (To Show Only)

Domestic Only

- Discounted Show Freight Rates
- Time Critical
- Automatic Tracking Notification upon request
- No Detention Charges – Outbound Ground
- No additional charges for weekend/after hours pickups
- Bill of Ladings and shipping labels emailed to you



**CSS LOGISTICS, Inc**  
**1921 Bellamah NW**  
**Albuquerque, NM 87104**  
**p. 505.243.9889**  
**f. 505.243.8197**  
**[CSSL@cssabq.com](mailto:CSSL@cssabq.com)**



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**KEEP IT SIMPLE**  
**5% Show Discount on Freight**  
(over show special weight of 140lbs)

## LOGISTICS

**CSS Logistics, Inc.** is the preferred show carrier for Convention Services of the Southwest, Inc. We specialize in addressing the unique needs of tradeshow exhibitors, both behind the scenes and on the show floor.

RE: **La Cosecha 2019**  
Albuquerque Convention Center  
November 13-15, 2019

Dear Exhibitor:

As the preferred carrier for CSS, we will take extra care in seamlessly moving your freight from point of origin to show, whether it ships to the advance warehouse or directly to the show floor.

We are offering a show special to ship to advance warehouse as well as from the show floor. This rate is deferred Ground Service to the Advance Warehouse and a credit card authorization form must be on file. If you ship round trip there is an additional 5% discounted off the total.

There is NO ADDITIONAL CHARGE for residential pick up/deliveries, lift gate requirements, fuel surcharges, and/or tradeshow overtime or detention fees. Charges are based on actual weight with additional charges only in cases of freight in excess of 8 lbf.

CSS Logistics will not act as Importer of Record (IOR) or Ultimate Consignee and will not provide a Power of Attorney or FEIN numbers for international customs documentation,

### SHOW SPECIAL

**\$285.00 *each way***

Show Special Shipping is 3-6 Day Ground Deferred Transit Time depending on location.

Only applies to total shipping weight of up to 140lbs

*All items handled by CSS are subject to Material Handling charges regardless of carrier or weight.*

*Please contact CSS for Material Handling requirements for your show at [esr@cssabq.com](mailto:esr@cssabq.com)*

### You pack-n-wrap We provide labels and shipping documents

Ordering couldn't be simpler. There are two order forms attached for your convenience: One to ship to the advance warehouse and one to ship out at the end of the show. Complete the applicable information (greyed areas have been filled out for you), credit card authorization, and initial the limits of liability document (this is required), fax or email back, and we'll do the rest!

Thank you for your business!



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CSSL@cssabq.com

**ORDER FORM**  
**SHIP TO ADVANCE WAREHOUSE**

**LOGISTICS**

**SHIP DIRECT TO ADVANCE WAREHOUSE**

Show Name: **La Cosecha 2019**

Booth #:

**FREIGHT IS ACCEPTED FROM: Monday, October 14 – Tuesday, November 12, 2019**

<b>Company:</b>		
Contact Name and Phone #		
Pick Up Address:		
City:	State:	Zip:
Pick Up Date and TIME		

<b>Exhibitor:</b>		
Adv Whse Contact: Lorie Wrobel		Phone: 505-243-9889
c/o CSS		
Address: 1921 Bellamah NW		
City: Albuquerque		State: NM Zip: 87104

<b>SHIP BY GROUND (Circle One)</b>		
Standard Ground – 2-5 days transit, weekdays. Add 2 days for P/U & Del		
Time Critical – ships 1-2 days faster than standard and includes weekends		

<b>SHIP BY AIR (Circle Service Desired)</b>			
Overnight (Circle One):	First AM	AM	PM
2 <sup>nd</sup> Day Air (Circle One):	AM	Standard Delivery	

<b>SPECIAL SERVICES NEEDED/REQUESTED – IMPORTANT – CIRCLE Y or N IN EACH BOX</b>				
Home Pick Up/Delivery Y / N	Lift Gate Required Y / N	High Rise Office Y / N	Limited Access Y / N	
Dock Available Y / N	Hazardous Materials Y / N	Food Y / N	Poison Y / N	
If special services are required and not requested (e.g. site with no dock/limited access for 53' trailer; lift gate required; etc.), a missed pick up fee may apply.				

No Pieces	Package Type CIRCLE ONE	Description of articles, special marks and exceptions	Dimensions	Est Weight
	Carton / Fiber / Crate / Skid		L W H	
	Carton / Fiber / Crate / Skid		L W H	
	Carton / Fiber / Crate / Skid		L W H	
	Carton / Fiber / Crate / Skid		L W H	

Limits of Liability for Loss and Damage are severely limited and based on weight not value. We highly recommend when shipping your materials to a tradeshow you speak with your insurance carrier to insure your equipment during transport and while on the show floor. Please note the attached Uniform Bill of Lading Terms and Conditions.

**CREDIT CARD AUTHORIZATION**

All Freight charges will be charged to the credit card below at time of weight verification and receipt of invoice from carrier. For Your convenience, we will use this authorization to charge your credit/debit card account for your advance orders, and any additional amounts incurred as a result of show side orders placed by your representative. These charges may include all CSS companies, or any charges which CSS may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. Please complete the information requested below.

Visa (begins w/4)     MasterCard (begins w/5)     American Express (begins w/3)

Credit Card #:

Expiration Date:        CIV Code:        Billing Zip Code:

Name on card / Signature

EMAIL (REQUIRED)

Date



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**ORDER FORM**  
**RETURN FROM SHOW – GROUND ONLY**

**LOGISTICS**

**COMPLETE WHEN ORDERING OUTBOUND SERVICES (SHIPPING BACK FROM A SHOW)**

Show Name: **La Cosecha 2019**

**Booth #**

Exhibiting Company:		
Facility: Albuquerque Convention Center		
Pick Up Address: 401 2 <sup>nd</sup> Street NW		
City: Albuquerque	State: NM	Zip: 87102

**COMPLETE IF SHIPPING TO ANOTHER TRADESHOW:**

If YES, is it shipping to (circle one): ADVANCE WHSE or DIRECT

Delivery date: Not before \_\_\_\_\_ Not after \_\_\_\_\_

Exhibiting Company:

Show Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

C/O: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address:

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**SHOW SPECIAL RATES WILL SHIP DEFERRED GROUND**

**SPECIAL SERVICES NEEDED/REQUESTED – IMPORTANT – CIRCLE Y or N IN EACH BOX**

Home Pick Up/Delivery <b>Y / N</b>	Lift Gate Required <b>Y / N</b>	High Rise Office <b>Y / N</b>	Limited Access <b>Y / N</b>
Remote Pick Up/Delivery <b>Y / N</b>	Hazardous Materials <b>Y / N</b>	Food <b>Y / N</b>	Poison <b>Y / N</b>

No Pieces	Package Type CIRCLE ONE	Description of articles, special marks and exceptions	Dimensions	Est Weight
	Carton / Fiber / Crate / Skid		L      W      H	
	Carton / Fiber / Crate / Skid		L      W      H	
	Carton / Fiber / Crate / Skid		L      W      H	
	Carton / Fiber / Crate / Skid		L      W      H	

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Visa (begins w/4)       MasterCard (begins w/5)       American Express (begins w/3)

Credit Card #:

Expiration Date:          CIV Code:          Billing Zip Code:

Name on card / Signature

EMAIL (REQUIRED)

Date



# UNIFORM BILL OF LADING

## TERMS AND CONDITIONS

### LOGISTICS

#### Sec 1

- (a) The carrier or the party in possession of any of the property described in this bill of lading shall be liable as at common law for any loss thereof or damage thereto, except as hereinafter provided:
- (b) No carrier shall be liable for any loss or damage to a shipment or for any delay caused by an Act of God, the public enemy, the authority of law, or the act or default of shipper. Except in the case of negligence of the carrier or party in possession, the carrier or party in possession shall not be liable for loss, damage or delay which results; when the property is stopped and held in transit upon request of the shipper, owner or party entitled to make such request; or from faulty or impassable highway, or by lack of capacity of a highway bridge or ferry; or from a defect or vice in the property; or from riots or strikes. The burden to prove freedom from negligence is on the carrier or the party in possession.

#### Sec 2

Unless arranged or agreed upon, in writing, prior to shipment, carrier is not bound to transport a shipment by a particular schedule or in time for a particular market, but is responsible to transport with reasonable dispatch. In case of physical necessity, carrier may forward a shipment via another carrier.

#### Sec 3

- (a) As a condition precedent to recovery, claims must be filed in writing with: any participating carrier having sufficient information to identify the shipment.
- (b) Claims for loss or damage must be filed within nine months after the delivery of the property (or, in the case of export traffic, within nine months after delivery at the port of export), except that claims for failure to make delivery must be filed within nine months after a reasonable time for delivery has elapsed.
- (c) Suits for loss, damage, injury or delay shall be instituted against any carrier no later than two years and one day from the day when written notice is given by the carrier to the claimant that the carrier has disallowed the claim or any part or parts of the claim specified in the notice. Where claims are not filed or suits are not instituted thereon in accordance with the foregoing provisions, no carrier shall be liable, and such claims will not be paid.
- (d) Any carrier or party liable for loss or damage to any of said property shall have the full benefit of any insurance that may have been effected, upon or on account of said property, so far as this shall not avoid the policies or contracts of insurance, PROVIDED, that the carrier received the benefit of such insurance will reimburse the claimant for the premium paid on the insurance policy or contract.

#### Sec 4

- (a) If the consignee refuses the shipment tendered for delivery by carrier or if carrier is unable to deliver the shipment, because of fault or mistake of the consignor or consignee, the carrier's liability shall then become that of a warehouseman. Carrier shall promptly attempt to provide notice, by telephonic or electronic communication as provided on the face of the bill of lading, if so indicated, to the shipper or the party, if any, designated to receive notice on the bill of lading. Storage may be, at the carrier's option, in any location that provides reasonable protection against loss or damage. The carrier may place the shipment in public storage at the owner's expense and without liability to the carrier.
- (b) If the carrier does not receive disposition instructions within 48 hours of the time of carrier's attempted first notification, carrier will attempt to issue a second and final confirmed notification. Such notice shall advise that if carrier does not receive disposition instructions within 10 days of that notification, carrier may offer the shipment for sale at a public auction and the carrier has the right to offer the shipment for sale. The amount of sale will be applied to the carrier's invoice for transportation, storage and other lawful charges. The owner will be responsible for the balance of charges not covered by the sale of goods. If there is a balance remaining after all charges and expenses are paid, such balances will be paid to the owner of the property sold hereunder, upon claim and proof of ownership.

- (c) Where carrier has attempted to follow the procedure set forth in Section 4, subsections 4(a) and (b) and the procedure provided in this section is not possible, nothing in this section shall be construed to abridge the right of the carrier at its option to sell the property under such circumstances and in such manner as may be authorized by law. When perishable goods cannot be delivered and disposition is not given within a reasonable time, the carrier may dispose of property to the best advantage.
- (d) Where a carrier is directed by consignee or consignor to unload or deliver property at a particular location where consignor, consignee, or the agent of either, is not regularly located, the risk after unloading or delivery shall not be that of the carrier.

#### Sec 5

- (a) In all cases not prohibited by law, where a lower value than the actual value of the said property has been stated in writing by the shipper or has been agreed upon in writing as the released value of the property as determined by the classification or tariffs upon which the rate is based, such lower value plus freight charges if paid shall be the maximum recoverable amount for loss or damage, whether or not such loss or damage occurs from negligence.
- (b) No carrier hereunder will carry or be liable in any way for any documents, coin money or for any articles of extraordinary value not specifically rated in the published classification or tariffs unless a special agreement to do so and stipulated value of the articles are endorsed on this bill of lading.

#### Sec 6

Every party, whether principal or agent, who ships explosives or dangerous goods, without previous full written disclosure to the carrier of their nature, shall be liable for and indemnify the carrier against all loss or damage caused by such goods. Such goods may be warehoused at owner's risk and expense or destroyed without compensation.

#### Sec 7

- (a) The consignor or consignee shall be liable for the freight and other lawful charges accruing on the shipment, as billed or corrected, except that collect shipments may move without recourse to the consignor when the consignor so stipulates by signature or endorsement in the space provided on the face of the bill of lading. Nevertheless, the consignor shall remain liable for transportation charges where there has been an erroneous determination of the freight charges assessed, based upon incomplete or incorrect information provided by the consignor.
- (b) Notwithstanding the provisions of subsection (a) above, the consignee's liability for payment of additional charges that may be found to be due after delivery shall be as specified by 49 U.S.C 13706, except that the consignee need not provide the specified written notice to the delivering carrier if the consignee is a for-hire carrier.
- (c) Nothing in this bill of lading shall limit the right of the carrier to require the prepayment or guarantee of the charges at the time of shipment or prior to delivery. If the description of articles or other information on this bill of lading is found to be incorrect or incomplete, the freight charges must be paid based upon the articles actually shipped.

#### Sec 8

- (a) If this bill of lading is issued on the order of the shipper, or his agent, in exchange or in substitution for another bill of lading, the shipper's signature on the prior bill of lading or in connection with the prior bill of lading as to the statement of value or otherwise, or as to the election of common law or bill of lading liability shall be considered a part of this bill of lading as fully as if the same were written on or made in connection with this bill of lading.

#### Sec 9

- (a) If all or any part of said property is carried by water over any part of said route, such water carriage shall be performed subject to the terms and provision and limitations of liability specified by the "Carriage of Goods By Sea Act" and any other pertinent laws applicable to water carriers.



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## DAMAGE/LOSS LIMITATIONS

L O G I S T I C S

### IMPORTANT INFORMATION ON LIMITS OF LIABILITY

#### FREIGHT DAMAGE OR LOSS

#### TRANSPORTING (CSS LOGISTICS) AND WAREHOUSING (CSS)

TRANSPORTATION: Damage or loss occurs during the movement of your freight from one location to another using a common carrier. All claims are to be processed through the freight carrier.

CSS Logistics is a freight broker. We arrange freight pick up and deliveries between exhibitors and a common carrier – our preferred carriers are YRC and Associated Global Systems (AGS). As a broker, CSS Logistics assumes no liability for loss or damage.

WAREHOUSING: Damage or loss occurs after delivery prior to arrival at your booth.

Our Advance Warehouse locations outside of New Mexico carry warehouseman's limits of liability which are typically between \$.30 – \$1.00 per pound depending on type of loss. New purchases (with proof of purchase) are the generally the higher amount. Some items such as exhibit booths over 5 years old, there is no recovery. All claims are filed with YRC.

CSS' liability in Albuquerque, New Mexico is limited to physical loss or damage to a specific article which is lost or damaged, and in any event CSS' maximum liability will be limited to \$.30 per pound, per article with a maximum liability of \$50.00 per item or \$1,000.00 per shipment, whichever is less. Claim must be made within 30 days of damage/loss. File your claim with CSS.

CSS will not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit said materials.

The consignment or delivery of a shipment to CSS by an exhibitor, or by any shipper on behalf of the exhibitor, will be construed as an acceptance by such exhibitors (and/or shippers) of the terms and conditions set forth in this document.

**PLEASE INSURE YOUR TRADESHOW MATERIALS THROUGH YOUR EXISTING INSURANCE COMPANY.**

Freight carriers do offer transportation insurance for new purchases. Quoted upon request.

I have read and understand the above terms and limits

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Print Name

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Signature